

Appendix A - Board of Trustees Meeting Minutes - July 20, 2021

DuPage Unitarian Universalist Church
Board of Trustees Meeting Minutes
August 17, 2021, 6:30 pm via Zoom
(Approval at the September 21, 2021 meeting)

Call to order: Jenny Hobbs

Roll Call: Board members: President: Jenny Hobbs, Karen Peck, Ann Arellano, Katie Hay, Lyndi Sprietsma, Pat Lichtman, Linda Zetterberg, and Kelley Trombly-Freytag. Ex-Officio member: Connie Grant, Minister. Guest: Steve Cooper, DRE. Absent: Diane Gelder

Welcome to Guests: Jenny

Board Covenant: We, the elected and ex-officio board members, act as a fully integrated part of our congregation. Guided by our seven UU principles, we encourage unity, honesty, transparency, and communication during this period of intentional change. We model curiosity, patience, and active listening. We are prompt, prepared, focused, respectful, and welcoming to all at meetings. We offer and accept constructive feedback, honor all voices, practice discretion and speak with one voice, unified in our work with the congregation.

Timekeeper: Lyndi

Process Observer: Karen

Opening Words and Chalice Lighting: Jenny

Gratitude:

- Pat thanked Linda and Lyndi for all their hard work, especially on the mortgage.
- Jenny thanked Steve and Ilija for setting up the tent and providing much needed shade for various outdoor activities.
- Linda thanked Karen Hutt for her help with the endowment committee.
- Kelley thanked Lauren Buetikofer for her offer of photography for the church.
- Kelley thanks Vicky Hellyer for her quick response to Kelley's request for help locating some music.

Check-in: Led by Jenny.

Changes to the Agenda:

- Jenny added agenda item 6A to approve the minister's housing.

Consent Agenda:

- Minutes of the July 20, 2021 Meeting

- Trustee and Staff Reports
- The Ministerial Search Team asks that the Board of Trustees move to appoint a Compensation and Negotiation team including Doug Kocher-Cowan, Dave Gorman and Linda Zetterberg. These are the same individuals who served on the team last year (except Lyndi served as Treasurer instead of Linda).
- The Consent Agenda was unanimously approved.

Items Removed from Consent Agenda: No items were removed.

Financial Reports: Lyndi and Linda

- Church Financial Health Update
 - The \$100,000 pay down to Old Second for the refinance of the mortgage will come from the General Fund balance and will be reflected next month.
 - Contingency fund income reflects the Ted Utchen Trust Gift.
 - Social action fund expense, \$2000 for SMILE project.
 - \$3000 to Pat Carson, which Pat will reimburse, for insurance policy paying to the church.
 - Pledges are down which is normal for summer months. Facilities payments are up based on some groups paying their rental fee on a quarterly basis.
 - Monthly mortgage payment is \$9070. New mortgage will drop payment \$2000 per month beginning in August.
 - Charge of \$800 to Greater Giving for the virtual auction software showed up this month.
 - Bottom line a little down, but still in great shape year to date.
 - PPP #2 loan in the amount of \$25,100 has been approved as a grant and, therefore, forgiven.

New Business: Minister's Housing allowance:

- Whereas, section 107 of the Internal Revenue Code specifies that the amount of ministers' compensation that is designated in advance by their employer as a housing allowance is not taxable in computing federal income taxes to the extent that it is used to pay for actual expenses incurred in owning or renting a home or apartment, and, in the case of ministers who own their home, does not exceed the fair rental value and maintenance of the home; and Whereas, Rev. Constance L. Grant is compensated by Dupage Unitarian Universalist Church exclusively for services as a minister; and Whereas, Dupage Unitarian Universalist Church does not provide Rev. Constance L. Grant with a parsonage; therefore, it is resolved, that effective this date, a housing allowance of \$2,781.96 per month for the calendar year ending December 31, 2021 is hereby designated pursuant to section 107 of the Internal Revenue Code.
- Resolution passed unanimously.
- Jenny noted that the ministerial housing motion should be done every year and come from the board.

Old Business:

- Governance Committee Nominations (in executive session):
 - Motion to go into executive session by Linda

- o Seconded by Kelley
- o Motion passed unanimously
- o Ann moved to return to regular session.
- o Pat seconded.
- o Motion passed unanimously
- Governance Work:
 - o Update from Ann, Karen and Pat on Leadership Training for Committee Leaders and Head of Staff/Staff:
 - Start sessions end of September. Will include instruction on RACI.
 - Will communicate about sessions that Connie wants to do regarding End statements. Encourage participation by all congregation members.
 - Follow up in January.
 - o Board comments on Connie's first Minister's Report:
 - Kelley is concerned about detail level of Minister's report. Is it detailed enough? Connie believes that it is. Should additional detail be required in her absence, Connie directs the Board to simply contact the task force leads to be brought up to date. Additional detail is available in other communications, as well, such as the newsletter.
- Jenny brought up the task of confirming the size of the board at seven members. The plan is to reach seven via attrition and intention, attrition as members roll off, intention by removing the controller as a member. This will go into the bylaws and be governed there. Jenny shared the following resources regarding recommended board size for our church size: <https://www.uua.org/leadership/library/how-right-size-governing-board>; <https://www.uua.org/leadership/library/composition-board>; <https://www.uua.org/files/documents/congservices/congbylaws.pdf>
- Jenny led a discussion on board term length, three years versus two years. Since it will be a policy in PG rather than in the constitution, it will be more easily changed as needed. An immediate decision is not necessary.
- Comments, Announcements, Other Business:
 - Reports from the Timekeeper and Process Observer
 - Other Comments and Announcements
 - o Meet via Zoom on September 21.
 - Ann moved to adjourn the meeting.
 - Kelley seconded the motion.
 - The board voted unanimously to adjourn at 8:29.p.m.

Respectfully submitted by Katie Hay
Clerk, DuPage UU Church Board of Trustees